

NOTICE

OCT 23 1951

25X1A
[REDACTED]
SUBJECT: Classified Security Information

The President has issued an Executive Order establishing minimum standards for the classification, transmission and handling of classified information in the Executive Branch of the Government.

Copies of this Executive Order will be distributed at an early date. While by necessity the CIA Security Regulations require standards generally higher than those prescribed therein, I desire to bring to the attention of every employee that the principles and intent of this Order must be faithfully carried out.

Certain modifications in our procedures will be required and will be incorporated in changes in our Regulations. The most important of these changes are:

- (1) The designation or marking of "SECURITY INFORMATION" which must be applied to all documents or material the safeguarding of which is necessary in the interest of national security.
- (2) More precise measures to insure that administrative information of the Central Intelligence Agency which does not indicate intelligence sources and methods is not designated as "SECURITY INFORMATION".
- (3) Stricter control by all senior officials to avoid overclassification and to insure prompt declassification when appropriate.

The CIA Security Officer, through the Deputy Director (Administration), has been instructed to control and guide all concerned in the implementation of this program throughout the Agency, to make a survey of the classification and declassification procedure now in effect, and to prepare necessary changes in regulations and procedures.

SIGNED

WALTER D. SMITH
Director

25X1A

NOTICE

[REDACTED]

OCT 23 1951

SUBJECT: Additional Marking of Classified Documents

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1. Reference is made to Agency Notice No. [REDACTED], signed by the Director of Central Intelligence, on the subject of classified security information.

2. Any classified document, paper or other classified material originating in the Agency after 25 October 1951, will be stamped or marked with the words "SECURITY INFORMATION" in addition to the usual security designations of TOP SECRET, SECRET, CONFIDENTIAL or RESTRICTED.

3. Regardless of date of origin, any CIA classified document, paper or other classified material which is to be distributed outside the Agency after 25 October 1951, will be marked or stamped with the words "SECURITY INFORMATION" in addition to the usual security designations of TOP SECRET, SECRET, CONFIDENTIAL or RESTRICTED.

4. The words "SECURITY INFORMATION" will be printed, stamped or otherwise marked at least once on each classified document or other classified material. When practicable, the words "SECURITY INFORMATION" should be placed immediately below the classification designation of TOP SECRET, SECRET, CONFIDENTIAL or RESTRICTED appearing at the top of each classified document. "SECURITY INFORMATION" markings normally should be smaller in size than the usual security marking, but should harmonize in color and placement.

5. The use of any of the four security classifications, TOP SECRET, SECRET, CONFIDENTIAL or RESTRICTED, combined with the identification "SECURITY INFORMATION", shall be strictly limited to official information which requires safeguarding in the interest of the security of the United States.

6. "SECURITY INFORMATION" stamps may be procured from Building Supply Rooms or Departmental Warehouse. If these stamps are not available by 25 October, a printed or typewritten designation shall be used.

7. Questions concerning the marking, printing, and other related questions in this connection, should be made to the Security Office, extension 692.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

NOTICE

23 October 1951

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FOR THE DIRECTOR OF CENTRAL INTELLIGENCE [REDACTED]

WALTER REID WOLF
Deputy Director
(Administration)

CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

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WALTER B. SMITH
Director

DISTRIBUTION NO. 6

THE WHITE HOUSE
WASHINGTON

September 24, 1951

TO HEADS OF EXECUTIVE DEPARTMENTS AND AGENCIES:

I have today signed an Executive Order prescribing minimum standards for the classification, transmission and handling of official information relating to the security of the Nation.

This order will apply to all Departments and agencies in the Executive Branch of the Government and, therefore, it is of the highest importance that the responsible officials of all agencies familiarize themselves with its requirements and understand its purposes. In this connection I want to emphasize particularly several aspects of this Executive Order.

In the past relatively few agencies, such as the Departments of State and Defense, have had a need to classify information for security purposes. Now, however, with the broad ramifications of our national security effort, many additional agencies are required to handle classified security information. This, in turn, has made it necessary to prescribe these minimum standards for application throughout the Executive Branch of the Government.

However, I want it clearly understood in all agencies, defense and non-defense, that these regulations are to be used exclusively to safeguard the security of the Nation and are not to be used, under any circumstances, for any other purpose. It is my hope that the practical effect of these regulations will be to make more, rather than less, information about the Government available to the people. This should result from the segregation of security information from non-security information. To put the matter bluntly, these regulations are designed to keep security information away from potential enemies and must not be used to withhold non-security information or to cover up mistakes made by any official or employee of the Government. In order to prevent any misunderstanding about this, these regulations prohibit the use of security classifications on non-security information even when the disclosure of such non-security information is forbidden by law (as in the case of census and income tax information). This policy is spelled out in paragraph 3 of Part I of the Regulation.

Your attention is directed specifically to the fact that paragraph 25 (b) of Part IV requires that security information "shall be assigned the lowest security classification consistent with its proper protection" and that paragraph 28 (c) of Part IV directs that "It shall

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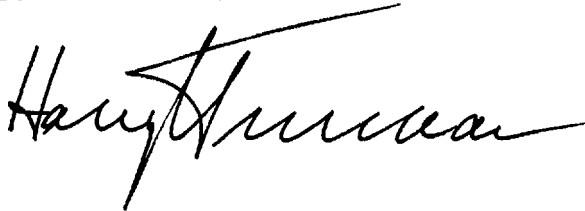
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be the responsibility and obligation of every Government official to keep classified security information in his custody constantly under review, and to initiate action toward downgrading or declassification as soon as conditions warrant." Strict adherence to these provisions is absolutely essential for, otherwise, over-classification or failure to downgrade or declassify in timely fashion will defeat the very purpose of these regulations.

In order to further the above objectives of protecting that information upon which the security of the Nation depends, of limiting classification to purely security matters, of using the lowest appropriate classification, and of downgrading or declassifying information as rapidly as conditions permit, I have directed the National Security Council through its Interdepartmental Committee on Internal Security to furnish advice and assistance to the Departments and agencies in connection with these regulations and to maintain a continuing review of the classification activities in every department or agency to insure uniform and proper application of these regulations, including declassification whenever possible.

I wish to urge upon every Department and agency head conscientious adherence to the spirit and letter of these regulations in the interest of safeguarding the national security on the one hand, and the protection of the public's right to information on the other hand. In the latter connection, I expect each Department head or his designated subordinate to investigate promptly and carefully any alleged instance of unjustified use of security classifications. In considering such instances and indeed in original determinations on classification, it should be borne in mind that improper application of the classification powers is repulsive to our democratic form of Government and burdens Government procedures with unnecessary and expensive restrictions.



~~RESTRICTED~~

TO : Acting Chief, Security Division

SUBJECT: Revised C.I.A. Security Regulations.

5 April 1950

1. Submitted herewith for the consideration of the appropriate I & SS officials, are four copies of a draft of the Revised C.I.A. Security Regulations prepared by this office.

2. It will be observed that some new sections have been added, other sections have been considerably changed or enlarged, and still other sections have been "spelled out" more explicitly. It also will be noted that a number of the security measures have been tightened up; and in one or two cases procedures have been modified where it was deemed they served no particularly useful security purpose.

3. In developing the revisions, I have drawn upon voluminous notes which I had accumulated over the past two years or more. During the revision process I consulted at considerable length from time to time, with Management, O.C.D., and to a lesser extent with O.S.O., O.P.C., and a few others.

4. Since the product that emerges will be the C.I.A. Security "Bible", I gladly will spend whatever time I may be called upon, during or after working hours, to explain any provisions of the revised draft and answer all questions related thereto.

5. It might be mentioned that one of the realistic modifications that we propose in the revised regulations is to permit members of C.I.A. to take "RESTRICTED" matter home to perform official work thereon. Accordingly, it would be perfectly proper for the I & SS recipients to take the revised regulations home for review purposes if they find it desirable to do so because of the press of work at the office.

6. I attach four copies of the current C.I.A. Security Regulations Manual that you may wish for purposes of comparison. The material appearing in Appendix "A" of the current manual will not appear in the Revised Security Regulations Manual, but will be included, in revised form, in Regulation [REDACTED] which will set forth the details of all C.I.A. administrative procedures, in sections.

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Chief, Physical Security Branch

Attachments: As indicated above.

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